

Job Description

Job Title: Head of Social Value Creation and Measurement

Reports to: Director of Policy and Social Value

Location: Home-based with travel

Purpose

To champion and be accountable for leading the social value agenda across the organisation. Working as part of Shaw Trust Foundation to deliver positive impact, the post holder will partner closely with operational colleagues who support social value outputs, ensuring projects are managed and delivered accordingly. The role will involve driving an effective culture shift and focus on social value, through developing key relationships and influencing at all levels, enabling Shaw Trust to deliver and demonstrate its commitment to social value generation

Main Duties and Responsibilities

1. Develop and lead the social value strategy, with a clear direction on strategy, implementation and performance in line with the national social value measurements frameworks.
2. Be accountable for the social value agenda across the organisation (as part of a wider ESG strategy) and oversee the development of a social value measurement framework for Shaw Trust.
3. Support Shaw Trust to identify and leverage opportunities for social value generation and increased impact across the Group in line with policy and emerging trends.
4. Deliver, communicate, and present the impact of the social value activity to internal and external stakeholders.
5. Build and maintain effective relationships with stakeholders at all levels of the organisation.
6. Lead on and contribute to social value research and developments, convening and partnering with partners across the sector as appropriate.
7. Working closely with marketing, communications and commercial teams to ensure effective communication as well as provide advice and consultant as the subject matter expert on social value; together with supporting the organisation to meet its social value targets in tender and business development activities.
8. Build the practices and processes to enable Shaw Trust to scale social value and its measurement; the ability to capture and calculate qualitative and quantitative inputs and outcomes; the IT, inter-departmental, governance and Management Information and Business Information data (in collaboration with our MI & BI team) and reporting infrastructure to ensure continuous improvement.

9. Promote good governance practices and ensure all policies and standards associated with maximising social value and generating inclusive growth are put into practice.
10. Work with stakeholders and subject matter experts within the business to develop Environmental, Societal and Governance (ESG) best practices, including analysis, monitoring, reporting and evaluation of ESG criteria across the business.
11. Create resources and tools to support the organisation to understand, implement and embed social value best practice and develop and deliver social value focused campaigns and engagement programmes.
12. Monitor and benchmark social value reporting trends to inform and shape our practices.
13. Stay informed of developments in social value regulatory requirements and present recommendations to the organisation to continuously improve our offer in relation to social value.
14. Collaborate across functions internally to establish clear social value and impact goals, and coordinate our data, knowledge, listening and horizon scanning strategies to ensure that key insights and findings are used to inform decisions about what we can do better and how we can generate additional social value.
15. Work with other teams across the organisation, particularly our communications team, to ensure we are communicating the added value that Shaw Trust generates on an ongoing basis and making the most of all opportunities to influence relevant policy and practice.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title: Head of Social Value</p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Social Return on Investment practitioner (D) • Membership to IEMA or similar professional body (D) • Environmental, Social and Governance (ESG) International Association for Sustainable Economy (IASE) qualified (D) • Programme/project management qualification (D)
<p>Experience</p> <ul style="list-style-type: none"> • 3 – 5 years' experience working in a relevant field (E) • Experience of implementing best practice in social value (E) • Proven track record of driving a culture change and influencing senior stakeholder across the organisation (E) • Experience using data analysis software (D) • Understanding of sustainability, wellbeing, supply chain, environmental, economic community and D&I (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • A strategic thinker with strong communication, writing and presentation skills (E) • A self-starter with a strong analytical and commercial mind-set (E) • Ability to effectively implementing social value programmes across a range of functions (E) • Project management (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • The ability to influence and build relationships (E) • Ability to demonstrate the benefits of social value and converting complex technical jargon into easy to understand benefits to society (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a Basic level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)

